



# ***JOB OPPORTUNITY***

**CALIFORNIA STATE DEPARTMENT OF INSURANCE**

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## **OFFICE ASSISTANT (TYPING)**

**\$1,835-2,370**

### **FRAUD DIVISION**

#### **Commerce Regional Office**

**RESPONSIBILITIES:** Under the supervision of a Supervising Fraud Investigator II or Designee and under the direction of a lead person, this Office Assistant (Typing) will be assigned to a Regional Office of the Fraud Division at Commerce.

The incumbent's duties include typing memorandums, reports, and other written documents; screening telephone calls and correspondence; arranging meetings and taking notes; and establishing and maintaining confidential and administrative files and attendance records.

#### **DESIRED QUALIFICATIONS:**

- ▶Excellent public relation skills and telephone techniques;
- ▶Good typing, transcription and computer skills;
- ▶Familiarity with Microsoft Word, Excel, and Access applications;
- ▶Willingness to exercise a high degree of initiative and independence in performing assigned tasks;
- ▶Ability to participate and contribute as a team member.

#### **WHO MAY APPLY:**

Applications will be accepted from current State employees at the Office Assistant (Typing) level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. **List Eligible applicants MUST present a typing certification for 40 words per minute. All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.**

#### **APPLICATION PROCEDURE:**

Send a completed standard State of California application to Inez Armstrong, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Commerce-OA (T) #386-1379-xxx" on the State application.** For additional information, please call (916) 492-3271.

**FINAL FILING DATE: FEBRUARY 1, 2000 OR UNTIL FILLED**

**NOTE:** Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

1/19/2000